

POSITION DESCRIPTION
COUNTY OF DECATUR

POSITION: Building Commissioner

DEPARTMENT: Building

WORK SCHEDULE: 8:00 a.m. – 4:00 p.m. Monday –Friday

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: July 2015

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Exempt

To perform the position described above successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Decatur County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as **Building Commissioner** for the Decatur County Building Department, responsible for administering Department operations and enforcing federal, state and county building and occupancy codes.

DUTIES:

Building Commissioner

Directs Department operations and supervises personnel, including administrative personnel programs/procedures; maintaining proper staffing levels; interviewing and recommending job candidates; coordinating work assignments; reviewing position responsibilities on a regular basis; providing training, instruction, and technical assistance; resolving problems; conducting jobs performance evaluations; recommending promotions or transfers; informing staff of organizational developments; and recommending disciplinary action as warranted.

Reviews all permits for inspection with field staff, shares inspections with other field inspectors on job sites, processes final inspections and issues building and occupancy permits as appropriate.

Works closely with commercial contractors on all commercial construction, including reviewing construction blueprints/plans, and conducting on-site inspections before, during and after construction to determine compliance with applicable codes and standards.

Works closely with Department of Homeland Security in reviewing commercial state design releases.

Communicates regularly with other County departments and attends and participates in meetings of various boards/commissions and building organizations, including Board of Zoning Appeals (BZA), Planning Commission, and County Council/Commissioners, providing information and making related policy recommendations as requested.

Receives and investigates complaints of alleged violations of codes, conducting on-site inspections, issuing violation notices and discussing/negotiating resolutions. Initiates legal action for unresolved violations, such as halting construction, notifying legal counsel and/or testifying in court as necessary.

Maintains accurate records and prepares and submits various reports as required. Interprets building codes and disseminates information orally and in writing to construction contractors and the public as requested. Assists County Attorney in reviewing building ordinances and amendments and periodically prepares and updates building/housing-related ordinances and resolutions.

Prepares, submits and administers Department budget, including authorizing payroll and expenditures, overseeing maintenance of records, submitting required reports, and ensuring cost-effective operations.

Prepares and submits annual Department report outlining building construction, inspection activity and developments.

Maintains current knowledge of applicable federal, state and county codes by regularly reviewing codes, standards and related revisions, reading professional publications, and periodically attending classes and seminars. Updates contractors and subordinate personnel on changes/variances in codes and provides the instruction/training as necessary prior to issuance of permit.

Assists County Attorney in condemnation proceedings for damaged and/or abandoned buildings.

Oversees County Weight and Measures Program.

Responds to emergencies on a 24 hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Building Commissioner

High school diploma or GED. State training in construction, electrical or mechanical engineering , management and/or extensive experience as a contractor, engineer, architect or building inspector preferred.

Ability to maintain required State offered classes (C.E.U.) including International Code Council (ICC) Building Inspector certification and State of Indiana Weights and Measures certification.

Ability to compile , analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to perform complex mathematical equations and calculations.

Ability to plan/coordinate work projects, apply knowledge of people and locations, and read/comprehend legal descriptions, detailed blueprints, site plans, and schematics.

Ability to work independently and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to occasionally work extended hours, evenings and/or weekends, and occasionally travel out of town for meetings/seminars, but not overnight.

Ability to respond to emergencies on a 24 hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Building Commissioner

Incumbent's duties are broad in scope and impact, involving many variables and considerations. Incumbent uses a wide variety of state and local codes, ordinances, legal procedures and professional expertise to ensure properties are in compliance with building requirements, exercising independent judgment in interpreting precedents and applying codes to varying situations.

III. RESPONSIBILITY:

Building Commissioner

Incumbent receives administrative direction from the Board of County Commissioners with purpose and desired results clearly indicated. Incumbent makes extensive contributions to the development of Department objectives, policies and procedures, discussing unprecedented situations with Commissioners at incumbent's discretion. Work is reviewed primarily for considerable impact on builders and property owners and errors in decision could result in possible litigation against the County.

IV. PERSONAL WORK RELATIONSHIP:

Building Commissioner

Incumbent maintains frequent contact with co-workers, other County departments, various boards/commissions/agencies, property owners, building contractors, engineering firms, developers, and the public for purposes of exchanging information, directing operations, executing policies, and negotiating /resolving problems.

Incumbent reports directly to the County Commissioners.

Ability to meet all Department hiring requirements, including passage of a medical exam and drug test.

Thorough knowledge of construction principles, practices and techniques gained through extensive experience and education in current building codes, and ability to determine code compliance while reviewing plans and conducting inspections.

Thorough knowledge of and ability to explain, interpret and apply state and local building codes, including Uniform Building Code, One and Two Family Dwellings Code and related codes regarding energy, swimming pools, handicapped accessibility, and mechanical, plumbing, HVAC and electrical trades.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and written reports as required.

Knowledge of standard filing systems and ability to prepare and administer annual Department budget.

Ability to properly operate standard office equipment, such as computer, calculator, telephone, copier, and fax machine.

Ability to supervise personnel , including administering personnel programs/procedures; maintaining proper staffing levels; interviewing and recommending job candidates; coordinating work assignments; reviewing position responsibilities on a regular basis; providing training, instruction, and technical assistance; resolving problems,; conducting job performance evaluations; recommending promotions or transfers; informing staff of organizational developments; and recommending disciplinary action as warranted.

Ability to effective communicate orally and in writing with co-workers, other County departments, various boards/commissions/agencies, property owners, building contractors, engineering firms, developers, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including but not limited to , attendance, safety, drug-free workplace and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to compare or observe similarities and differences between data, people, or things.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Building Commissioner

Incumbent performs duties in a standard office environment and outdoors, involving sitting/walking at will, standing/walking for long periods of time, lifting/carrying objects weighing less than 25 lbs, driving, bending, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, handling/grasping/fingering objects, exposure to inclement weather, walking on rough terrain, working in cramped/awkward spaces, climbing ladders, and normal hazards associated with construction sites. Safety precautions must be followed at all times to avoid injury to self or others. Incumbent maintains occasional contact with the public and may be exposed to irate/difficult persons.

Incumbent occasionally works extended hours, evenings and/or weekends, and occasionally travels out of town for meetings/seminars. Incumbent occasionally serves on-call and responds to emergencies on a 24 hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of **Building Commissioner** describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Applicant/Employee signature

Date

Print or Type Name